Interviewing for Supervisors

National Guard

Technician Personnel Management Course

Interviewing

- WVHROR 300-1
- Interviewing Helps
- Approval Notifications
- Clarifications

WVHROR 300-1

Where can I find the regulation?

http://www.wv.ngb.army.mil/jobs/documents/regulations/default.html

Then select “

WV HRO 300-1 Merit Placement for Excepted & Competitive Technicians

”

Interviewing Helps

- Helps
  - Sample Telephone Script
  - Interviewing Guide
  - Interview Ranking Sheet
  - Interview Question Bank
- Record Keeping Requirements
  - Sufficient to reconstruct selection
  - Retain for two years or until appeals resolved

Sample Telephone Script

“Hello, this is _____ with the West Virginia National Guard. You have applied for a position in the _____ as a _____ (MT 10-999XX). You have certified at the GS/WG/WS/WL - __ level. Are you still interested in the position?”

If Yes – “Good. Are you available for an interview at _____ on (date) at (time).”

If No – “Very well, I will submit a Memo for Record to the staffers signifying that, per our telephone conversation, you have withdrawn from consideration as of (today).”

AREA I
Wed 22 Jun 0900 – Moore
1100 – Thomson
1400 – Evers
AREA II
Wed 27 Jun 0900 - Horner
1100 – Miller

Approval Notification

- **“No notification will occur until final approval of the Adjutant General's Department General and notification by the HRO.”** Ref: WV HROR 300-1, para 6-2d.
- Follow the instructions on the Approval Notification
  - Effective Date
  - Employment Affidavit
  - Things your new employee must know and DO

Other Issues to Consider

- Workforce sustainment
- Succession planning
  - Area I selections
  - Impending retirements
  - Resignations/ Separations
  - “pending availability of resources”
  - Use of Temporaries

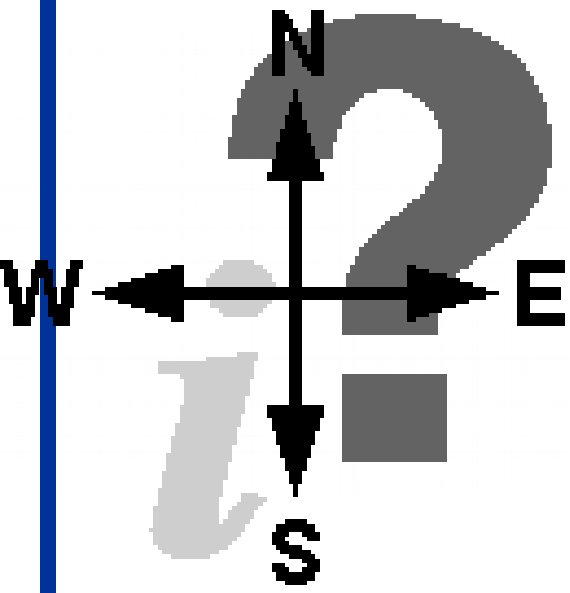
Clarifications

- Consistency – questions based on resume
- Notification Requirements
- Interview all areas; choose from any
- “Non-select” must come with an explanation
- No “Non-select” without interviewing all certs
- Approval Notifications – what must you do?
- Interview Questions to avoid
  - Family, religion, pregnancy
  - Military affiliation - except required membership

Examples of Potentially Inappropriate Questions

- Age
- Personal/Family
- Disability
- Citizenship
- Military Service
- Social

Questions



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